
MASTER OF BUSINESS ADMINISTRATION

Admission Procedures

To be considered for regular admission to the Master of Business Administration (MBA) degree program, the applicant must

- a. submit an application for admission to the Office of Admissions and Records;
- b. submit copies of all transcripts of prior undergraduate and graduate coursework to the Office of Admissions and Records;
- c. submit a score from the Graduate Management Admission Test (GMAT) (no older than 8 years) to the MBA Program Manager;
- d. exhibit promise for success in graduate work through achievement of a composite score of 1,000 or higher based on overall undergraduate grade-point average times 200 plus the GMAT score. Minimum GMAT score for admission is 450.

No graduate student may enroll in a 600- or 700-level MBA course for graduate credit unless the conditions for regular admission are satisfied.

Early Admission: An LSUS business undergraduate student in his/her last term who lacks no more than nine (9) hours of credit and who has at least a 3.0 UGPA may be conditionally admitted into the MBA program and may take up to six (6) hours of graduate credit if they meet all other requirements for full admission to the graduate program. The student must complete requirements for the undergraduate degree during the term they enter the MBA program; the student will not be allowed to continue taking graduate courses until degree requirements are met.

General Recommendations

The student should be aware of the following procedures and rules in the College of Business in order to ensure proper pursuit of the MBA degree:

Admission Status: The student who has a baccalaureate degree and intends to pursue an MBA should register as a graduate student. A student should maintain graduate status throughout the undergraduate foundation work and the graduate course work. Graduate status will ensure that a student receives proper advising in order to maintain progress through the MBA program.

Catalog: If a student withdraws from the program for more than two regular semesters, he/she must re-enter under the catalog in effect at the time of reentry.

Course Sequence: The MBA program requires that certain courses be taken in sequence. Students need to

have taken the GMAT and achieved unconditional admission before they can enroll in 600- or 700-level coursework for graduate credit.

Computer Literacy: A student entering the MBA program is expected to be competent in the use of word processing, spreadsheet applications, presentation software and database management tools. Classes in these areas, if needed, may be taken through the College of Business Administration (ISDS 150) or through the Division of Continuing Education at LSUS.

Graduate Electives: The MBA program allows for six hours of electives. These courses permit the student to study an area in greater depth, such as finance, accounting, healthcare management, human resource management, marketing, or international business. Graduate elective courses offered in colleges other than Business Administration may be approved for a maximum credit of three hours. All 600-level courses require additional work of graduate students; these 600-level courses are offered concurrently at the undergraduate 400-level. No more than two 600-level courses may be counted toward the MBA degree.

Healthcare Concentration: A student may earn an MBA degree with a concentration in Healthcare Management. All required courses, 24 credit hours, must be completed, as well as 12 elective credit hours in the area of healthcare. These elective courses include but are not limited to healthcare management, healthcare law and ethics, and healthcare systems.

Independent Study: If a student wishes to enroll in an independent study, he/she must present a written proposal, developed under the direction of a faculty sponsor, to the chair of the faculty sponsor's department for approval. The proposal and signed approval form must be filed with the student's records. A student is limited to one independent study at the graduate level.

Probation and Suspension Policy

A. An MBA student will be placed on academic probation at such time as his or her grade point average with respect to all graduate course work^{P1} attempted during any regular term or summer term is less than 3.0.

B. An MBA student who has been placed on academic probation will be removed from probationary status at such time as he or she satisfies each of the following conditions:

1. Maintains a grade point average of not less than 3.0 with respect to all graduate course work

attempted during the first two regular terms and the first summer term in which such student registers after being placed on academic probation;

2. Earns no grade of “C” or below on any graduate course work attempted during the period described in section 1 of this paragraph B; and
3. Upon the completion of the period described in section 1 of this paragraph B, has an overall grade point average with respect to all graduate course work attempted as a graduate student of not less than 3.0.

C. A graduate student will not receive a degree and will be dropped from the MBA Program at the first of such time as he or she:

1. Fails to be removed from probationary status within the time period specified in paragraph B, above;
2. Is placed on academic probation for the second time;
3. Receives a grade of “D” or “F” in any course; or
4. Receives a third grade of “C.”

D. A student who is dropped from the program will be permitted to continue in the MBA program only after approval is given by the Graduate Studies Committee. To seek such approval, the student must submit a written appeal to the Graduate Studies Committee; the Committee must receive the appeal at least one week prior to the day of regular registration for the term following the one in which the student was dropped from the program.

¹ **“Graduate course work” in this document is defined as any core or elective course in the MBA program; this policy does not pertain to foundation courses.**

Time Limit: A student has eight years to complete the MBA degree starting when he/she begins graduate-level coursework. If the student does not meet the time limit requirement before graduate courses are completed, he/she must reenter under the catalog in effect at the time of reentry or obtain approval from the GSC, the dean and Academic Affairs to extend the time limit.

Transfer Credits: A maximum of 6 term hours of graduate credit with grades of B or higher may be transferred from another AACSB International accredited institution, with the approval of the MBA Program Manager. If the student wishes to transfer credit earned while he or she is enrolled in the LSUS MBA Program, approval prior to enrolling in the course to be transferred must be obtained from the MBA Program Manager. Students must submit to the MBA Program Manager a catalog description and syllabus for a course before it can be approved for transfer credit. Graduate credits earned more than eight

years before the completion of the MBA degree cannot be transferred. Graduate credits earned during any term or term in which the student was classified as non-degree may not be used to satisfy degree requirements. Transfer credit for MADM 760 is not allowed.

Course Requirements

The Master of Business Administration degree program consists of two parts: foundation courses and graduate courses.

Foundation courses prepare students for the advanced material taught in the graduate courses. Students with non-business undergraduate degrees usually need to complete 24 term hours of foundation coursework. A student may demonstrate foundation knowledge through satisfactory scores on CLEP tests. The MBA Program Manager will evaluate a student’s previous coursework to determine the foundation courses needed.

Students with undergraduate business degrees might need foundation coursework if their undergraduate programs did not include certain courses. Because some foundation courses have prerequisites, they need to be taken in sequence.

Students who have a baccalaureate degree and take undergraduate foundation courses must earn at least a C in those courses. All foundation coursework may be taken on a Pass/No Credit basis.

Graduate courses include 8 required and 2 elective courses. These courses are listed below. The previous section, “*General Recommendations*,” contains information about course sequence, the mathematics requirement, and electives. Because the MBA degree is an advanced degree that provides students with the knowledge and skills needed in a variety of business careers, the program is a balance of quantitative and non-quantitative courses.

FOUNDATION COURSES

Total Hours: 24

<i>Courses</i>	<i>Hours</i>
Accounting 285	3 hours
Business Law 280	3 hours
Economics 285	3 hours
Finance 301	3 hours
Information Systems/Decision Sciences 350	3 hours
Management 301	3 hours
Marketing 301	3 hours
Math 260	3 hours

MASTER OF BUSINESS ADMINISTRATION

Total Hours: 30

<i>Courses</i>	<i>Hours</i>
<i>Accounting 701</i>	<i>3 hours</i>
Economics 705	<i>3 hours</i>
<i>Finance 701</i>	<i>3 hours</i>
<i>Information Systems/Decision Sciences 702</i>	<i>3 hours</i>
<i>Management 701</i>	<i>3 hours</i>
<i>Management 720</i>	<i>3 hours</i>
<i>Management 760</i>	<i>6 hours</i>
<i>Marketing 701</i>	
<i>*Electives</i>	

**for a student to earn an MBA with concentration in Healthcare Management, twelve hours of elective coursework in the area of healthcare must be completed.*

NOTE: Students are expected to be proficient in word processing, spreadsheet and database management software tools.